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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 November 1957

FROM : Chief, Intelligence Production Faculty

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SUBJECT: Weekly Activities Report No. 48
20 November - 26 November 1957

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I. SIGNIFICANT ITEMS

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Nothing to report.

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II. OTHER ACTIVITIES

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A. Intelligence Techniques Course No. 9 started on Monday, 25 November, with [] students -- [] JOT's, [] from the office of Personnel, and [] from the DD/P.

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B. [] students completed Writing Workshop No. 16 on Thursday, 21 November.

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D. During the past week [] met with [] of OSI to discuss the course outline for the Intelligence Research Techniques course and to decide on a practice research project to use with the course. [] is assisting [] in selecting and coordinating project material for this course.

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E. [] is assisting in Intelligence Techniques Course No. 9, demonstrating the use of visual aids in connection with the oral briefing exercises.

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F. [] students and [] auditors completed the Records Mechanization course on Friday, 22 November.

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G. [] is working on a special project this week.

H. [] students completed Reading Techniques No. 39 on Friday, 22 November. [] are conducting final interviews this week.

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I. On Tuesday, 26 November, [] met with Mr. [] Special Assistant to the DD/S, and [] Executive Assistant to the DD/S, to discuss the activation of a writing course designed for agency personnel concerned with the writing of regulations.

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J. With the assistance of [] completed two more forms of the series of new informational reading tests. These tests were administered to Reading Techniques No. 39 as part of the post-test battery.

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K. [] students have enrolled for the Effective Speaking course which begins on Monday, 2 December.

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